



## Job Announcement

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<b>Opening Date:</b>	May 27, 2014	<b>Closing Date:</b>	June 10, 2014
<b>Job Title &amp; PIN:</b>	Civil Clerk, 059696	<b>Position Type:</b>	Regular
		<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Queen Anne's County Centreville, Maryland	<b>Grade/Entry Salary:</b>	J06 \$30,157 - \$35,732 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	No

**Regular State employees are subject to promotion/demotion policy**

**Essential Functions:** Responsible for working in all areas of the Judicial section. Initiates new case files and dockets pleadings and orders. Issues summons, writs and proposed orders. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Processes the outgoing and incoming mail as well as assists with file clerk duties. Processes new civil, paternity and domestic violence cases by initiating new cases and processing cases to termination. Calculates and totals all court costs and fees to be used in billing and responsible for cashiering duties. Will be expected to cross-train and assist in the courtroom sections of the Circuit Court Clerk's office as assigned.

**Education:** High school diploma or GED.

**Experience:** A minimum of one year of related work experience.

**Preferred:** Prior experience in a court environment and knowledge of legal terminology.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public and coworkers. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information; set priorities and simultaneously process multiple duties and responsibilities. Knowledge and ability to apply job-related terminology, codes, policies, procedures, rules, regulations and laws as required. Ability to operate a personal computer and type 35 wpm. Ability to use a cash register as well as add and subtract units of money. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Hon. Scott MacGlashan, Clerk of Court  
Circuit Court for Queen Anne's County  
100 Court House Square  
Centreville, MD 21617

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.**